

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

AUDIT SCHEDULE

FY 2010

University of Illinois (Springfield)	July 21 - 23, 2009
Northeastern Illinois University	Oct 12 - 14, 2009
Illinois Board of Higher Education	November 19, 2009
University of Illinois (Division of Specialized Care for Children)	November 20, 2009
Southern Illinois University Carbondale	January 26 - 29, 2010
Western Illinois University	February 16 - 19, 2010
Southern Illinois University Edwardsville	March 10 - 12, 2010
University of Illinois (Chicago)	May 3 - 7, 2010
University of Illinois (College of Medicine at Peoria)	May 20 - 21, 2010

FY 2011

Governors State University	July 26 - 28, 2010
Illinois Student Assistance Commission	August 11 - 13, 2010
Illinois State University	September 20 - 24, 2010
State Universities Retirement System	September, 2010
University of Illinois (Chicago)	October 4 - 8, 2010
Southern Illinois University School of Medicine	October, 2010
University of Illinois (College of Medicine at Rockford)	November, 2010
Northern Illinois University	January, 2011
Chicago State University	February, 2011
Eastern Illinois University	March, 2011
State Universities Civil Service System	April, 2011
University of Illinois at Urbana-Champaign	June, 2011

State Universities Civil Service System

Class Plan Activities

Examinations In Progress

<u>Classification</u>	<u>Revision Process</u>
Accountant Series	Reviewing old/new questions
Administrative Aide	C-JASI/Examination
Administrative Assistant Series.....	C-JASI/Examination
Agricultural Gardener	Class Spec/Examination
Cook Series	C-JASI / Examination
Crops Testing/Agronomy Series.....	June 2010
Customer Service Representative Series	July 2010
Dairy and Food Plant Attendant	May 2010
Farm Mechanic	May 2010
Grounds Worker Series Examination	
Laboratory Mechanic Series	Pretest
Machinist Welder Series Examination	
Park Attendant	Class Spec/Examination
Police Sergeant	June 2010
Police Series	Class Spec
Program Administrative Assistant	C-JASI/Examination
Studio Supervisor	Examination
Tree Surgery Series	Pretesting
Pipefitter	Class Spec / Exam
Standardized Patients	New Class / Exam

Classification Consolidation

Elevator Mechanic Series May 2010

Initial Development/Planning

Ambulatory Care Series
 Animal Imaging Technologist Series
 Civil Engineer Series
 Clerk Series
 Educational Program Evaluation Coordinator
 Electrical and Electronic Instruments & Control Mechanic Series
 Electrical Engineer Series
 Financial Aid Adviser Series

Grill Cook
Instructional Development Specialist Series
Laboratory Operating Engineer
Lead Plant Stationary Engineer
Locksmith Series
Mechanical Engineer
Medical Laboratory Assistant Series
Medical Laboratory Technician Series
Patient Unit Clerk Series
Power Plant Series (Entry Level, UIUC only)
Respiratory Care Therapist Series
Security Guard Series
Sewage Treatment Plant Operator
Ticket Sales Series
Water Station Sub-Foreman

Recently Completed Examinations

Admissions and Records Series
Aesthetician
Agricultural Research Technician Series
Benefits Counselor Series
Building Heat/Frost Insulator
Cement Finisher Series
Construction Project Coordinator Series
Construction Superintendent
Crash & Rescue Security Series
Dental Assistant Series
Dental Clinic Clerk Series
Dental X-ray Technician Series
Deputy Director
Digital Imaging Specialist Series
Estimator
Ethanol Plant Operating Series
Graphic Designer Series
Guest Room Supervisor
Health Care Administrator Series
Health Care Utilization Review Coordinator Series
Histology Technologist
Horticulturist
Instrument and Efficiency Engineer Series
Interpreter for the Deaf and Hard of Hearing Series
Ironworker Series
Media Technical Services Manager

Medical Assistant
Medical Education Program Series
Member Service Representative Series
Meteorological Aide
Museum Education Series
Museum Instructor/Educator
Nursing Technician (Nursing Assistant revised into this class)
Operating Room Technician
Ophthalmic Series
Photographer Series
Physician's Assistant in Medicine
Plasterer
Police Series
Pre-Press Series
Press Technician Series
Prosthodontic Technician Series
Radiation Therapist Series
Reimbursement Coding Specialist Series
Supervisor of Clinical Pathology Laboratory
Supervisor of Residential Custodial Operations
Technical Editor
Teaching Consultant
Training and Development Specialist Series

Deleted Classifications/Examinations

Architectural Mechanic Engineer
Assistant to Curator of Herbarium
Catering Advisor
Compositor
Composing Room Foreman
Head of Media Production Services
Landscape Gardener
Dental X-ray Technician IV
Fixed Prosthodontic Technician I –III
Removable Prosthodontic Technician I
Pipefitter Welder

Update to Exam Questions

Reimbursement Coding Specialist Series (2008 ICD-9-CM and CPT coding manuals)

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NOTICE OF PROPOSED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES

SUBTITLE A: MERIT EMPLOYMENT SYSTEMS

CHAPTER VI: STATE UNIVERSITIES CIVIL SERVICE SYSTEM

PART 250

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Section

250.5	Definitions
250.10	Purpose, Adoption, and Amendment of Rules
250.20	The State Universities Civil Service System and its Divisions
250.30	The Classification Plan
250.40	Military Service Preference, Veterans Preference
250.50	Examinations
250.60	Eligible Registers
250.70	Nonstatus Appointments
250.80	Status Appointments
250.90	Probationary Period
250.100	Reassignments and Transfers
250.110	Separations and Demotions
250.120	Seniority
250.130	Review Procedures
250.140	Delegation of Authority and Responsibilities
250.150	Training
250.160	Suspension of Rules

AUTHORITY: Implementing and authorized by the State Universities Civil Service Act [110 ILCS 70].

SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg. 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22, 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950, effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill. Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988; amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg. 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;

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amended at 30 Ill. Reg. 17384, effective October 23, 2006; amended at 31 Ill. Reg. 15848, effective November 13, 2007; amended at 32 Ill. Reg. 17268, effective October 16, 2008; amended at 33 Ill. Reg. 11644, effective July 22, 2009; amended at 34 Ill. Reg. _____, effective _____.

Section 250.110 Separations and Demotions

- a) Resignation. An employee having a nonstatus or status appointment, as described in Sections 250.70 and 250.80, may resign by presenting a signed resignation to his/her employer or by demonstrating to the employer by other means his/her intent to separate from employment. Upon receipt of a signed resignation or other evidence of intent to separate from employment, the employee will be separated from employment. The Executive Director shall be notified promptly by the employer of all resignations.
- b) Leave of Absence
 - 1) Leave of Absence for Classification Changes. A status employee who accepts a position that represents a promotion in a class outside his/her promotional line shall be granted a leave of absence from a position of his/her former class for the duration of any trainee, provisional, and/or probationary period in the new class.
 - 2) Leave of Absence for Disciplinary Actions. An employee placed on a Disciplinary Suspension or on a Suspension Pending Discharge shall be placed on a leave of absence from his/her position.
 - 3) Leave of Absence for Disability Leave
 - A) If an employee is no longer able to perform the duties and responsibilities of his/her position in the class due to a disability as determined by the employer's medical and/or psychological evaluation procedures, and/or in accordance with State and federal law, the employee will be required to take disability leave in accordance with subsection (b)(3)(B).
 - B) A status employee who becomes eligible for disability benefits to be paid by the employer or, as later determined, by the Illinois State retirement system to which the employee contributed, or

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becomes eligible for payment benefits as defined by the Workers' Compensation Act [820 ILCS 305], the Illinois Occupational Diseases Act [820 ILCS 310], or a State self-insurance program, shall be granted a disability leave. The disability leave shall be the period for which the employee applies for such benefits, until the time of the expiration of the benefits or a final administrative decision denying or terminating the benefits, including any gap in benefit payments between the expiration of institutional benefits and those available under the approving authority.

- C) The employer may require an employee to take a medical and/or psychological examination prior to returning to work after a disability leave. The examination shall be conducted by a licensed practitioner selected by the employer to determine the physical and/or mental capability to perform the essential duties of the employee's position. The employer may supply the examining practitioner with facts relating to the employee's difficulty or inability to perform the essential functions of the job and may supply additional information, including but not limited to physical and mental requirements of the employee's position, duty statement, job classification specification, and position description. The employee may also present an alternative opinion provided by a licensed practitioner to be selected and paid for by the employee. If there is a difference of opinion, a third outside practitioner shall be selected by the two physicians. The employer shall pay for all examinations, except those initiated by the employee.
- D) An employee's refusal to submit to an examination as described in subsection (b)(3)(C), the unexcused failure to appear for such an examination, or the refusal to release the results of the examination may be deemed by the employer as an acknowledgement that the employee is not fit for duty and may subject the employee to termination actions as defined in subsection (c).
- E) A disability leave may be revoked by the employer upon evidence that the cause for granting the leave was misrepresented.
- F) At the expiration of all disability benefits, an employee shall be entitled to return to a position in his/her class without any loss of

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status due to the disability leave, providing that he/she returns upon the expiration of all disability benefits to which entitled.

G) Reemployment

- i) If an employee does not return to work at the expiration of all disability benefits and is terminated in accordance with subsection (c)(2), the employee may, within one year following the expiration of all disability benefits, request reinstatement and, upon approval of the Executive Director, the employee's name may be placed on the reemployment register in the class in which he/she was employed at the time the disability leave was granted and in accordance with total seniority earned.
- ii) If, within one year following the expiration of all disability benefits, the employee requests reinstatement, but, because of his/her disability, is deemed unable to perform the duties in the class, the employee may be required to pass physical or other tests to determine employability under the University System.

- 4) Military Leave of Absence. An employee shall be granted a Military Leave of Absence in accordance with State and federal law and regulations.

5) Furloughs

- A) A furlough is the placement of an employee in a temporary non-duty, non-pay status for a continuous or non-continuous period of time not to exceed 30 work days in a 12-month period due to a lack of funds.
- B) An employee on furlough shall not be at work or on standby or on-call and shall not perform any State work during furlough time. A furlough can be either voluntary or mandatory. A furlough is not considered a layoff or a reduction in force action, and therefore not subject to subsection (d) of this Section.

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- C) Notwithstanding any other rule in this Part, or the fact that an employee's work hours or pay is reduced by the requirement to take furlough, all furlough time is considered creditable time for all purposes as if the furloughed employee was in pay status. Furloughed employees shall be entitled to the same benefits under this Part, and as established by the Benefits Policy approved by the Merit Board and by the Governing Boards of the institutions/agencies served by the University System, to which the employee was entitled on the paid workday immediately preceding the furlough and those benefits shall continue as if the employee was in pay status.
- D. Employees excluded from the furlough program shall be identified as "furlough-exempt". A uniform, narrow definition of "furlough-exempt" shall be applied throughout the furlough program. "Furlough-exempt" employees may include employees:
- i) in 24/7 facilities, to insure adequate service delivery and staff coverage, and who would have to be replaced at a higher cost than the costs saved through furlough;
 - ii) who perform critical functions, or protect the safety and health of employees, students, clients or patients, or the general public;
 - iii) who are paid 100% by federal funds or other specified grant-funded programs with limited budget flexibility;
 - iv) who are in revenue-generating positions that generate more money than the costs saved through furlough.
- E. Employees shall be notified as soon as possible, but not less than 30 ~~45~~ calendar days in advance, of any mandatory furlough requirements. An employee on paid military leave or other unpaid leave shall not be scheduled for furlough during the leave and may be scheduled for furlough upon return to work, if the furlough program remains in effect. Uniform participation and selection criteria should be developed by the employer and consistently applied.

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F) ~~E)~~—Furloughs shall not be used when permanent or temporary layoff or emergency shut-down is appropriate. Furloughs shall not be used as a substitute for permanent part-time employment. Furloughs shall not be used as a disciplinary measure.

G) ~~F)~~—The decision whether to furlough employees represented by an exclusive bargaining representative and the implementation of such decision are subject to the collective bargaining process and/or State/federal labor laws and regulations and shall only be implemented in accordance with a negotiated agreement. The provisions contained in this subsection (b)(5) are not intended to circumvent or supersede other State/federal labor laws and/or regulations applicable in this respect.

H) ~~G)~~—Required Notification – An employer may institute a voluntary or mandatory furlough program upon notification to the Executive Director at least 15 calendar days prior to the implementation of the program. The employer shall indicate whether the furlough is for the entire institution/agency or a designated division or program, an explanation of the facts related to the temporary nature of the event causing the furlough and the specific funding deficit related to the affected work areas, how the furlough will relieve the budgetary shortfall, the initial effective date of the program, the number of days that employees shall be on furlough and the end date of the furlough program, a definition/listing of furlough-exempt employees and positions to be excluded from participation, and any collective bargaining implications.

65) The Executive Director shall be notified promptly by the employer of all leaves of absence, including military, disability, or any other leave otherwise granted. The notification shall include the beginning and ending dates of leaves that exceed 30 calendar days of non-pay status.

c) Termination

- 1) An employee having a non-status appointment, as described in Section 250.70 of this Part, may be terminated by his/her employer at any time during the training period and/or upon completion of the work assignment,

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except for those status employees eligible for a leave of absence as defined in subsection (b)(1).

- 2) An employee on disability leave, as defined in subsection (b)(3), who has exhausted all of his/her disability benefits and is unable to resume the duties and responsibilities of a position in his/her class may be terminated from employment, unless the employer and employee agree on employment in a more suitable classification. The alternative employment options shall be subject to standard civil service employment protocols.
- 3) An employee who fails to report for duty after a disability leave of absence has expired or has been denied, disapproved, revoked, or canceled by the approving authority, or any other failure to report for duty as scheduled after a disability leave of absence, may be terminated from employment.
- 4) This notification and review process shall only apply to subsections (c)(2) and (c)(3).
 - A) The employer shall notify the employee that he/she will be terminated from the employer's service to become effective 15 calendar days from the date of mailing of the notification to the employee. The notification must be sent, by certified mail or by overnight delivery service that requires signature upon receipt, to the most recent address of the employee as shown on the employer's records.
 - B) At any time prior to the effective date of termination, the employee shall have the opportunity to provide to the employer evidence of the reason for the unauthorized absence. The employer shall revoke the termination if the employee provides satisfactory evidence of the reason for the unauthorized absence. If the employer determines that the evidence is not satisfactory, the employer shall notify the employee that the termination will remain in effect.
 - C) Within 15 calendar days from the original date of notification of termination, the employee may request a review of the termination decision pursuant to Section 250.130 of this Part. The review is

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limited to a determination of whether this Section has been properly applied and whether the employer's decision is deemed arbitrary or capricious. In the event a review is not requested within the allotted timeframe, the employee's termination from service shall be effective 15 days after the original notification.

- 5) The employer shall notify the Executive Director promptly of all terminations of employment, setting forth the reason for the termination.

d) Layoff

- 1) A layoff is defined as the temporary suspension of employment, or the permanent termination of employment, of an employee for business reasons, such as the decision that certain positions are no longer necessary or a business slow-down or interruption in work.

- 2) The Executive Director shall be notified promptly of all employees on layoff status, together with the dates of the beginning of layoff and of return to employment from layoff status, when the layoff exceeds 30 consecutive work days. A status employee shall receive a written notice, at least 30 calendar days in advance of the effective date of layoff, when the layoff exceeds 30 consecutive work days; however, the effective date of layoff may be extended up to 15 days without the requirement of further notice.

- 32) Whenever it becomes necessary to lay off one or more employees, except as provided in subsection (d)(4)(d)(3), the employee who has the least amount of service in the class shall be laid off first, and additional layoffs shall be made in the ascending order of the place of the employee on the service and seniority lists for that class.

- 43) An employee who is the incumbent of a position for which the Executive Director has authorized specialized certification under Section 250.60(d)(9), or who is the incumbent of a position that has previously been identified as requiring specialized training or experience as required by the position in accordance with minimum acceptable qualifications for the class, may not be bumped by another employee with greater seniority unless the employee with greater seniority possesses the special and identified qualifications authorized for the incumbent's position.

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- 54) Whenever it becomes necessary to reemploy one or more employees in a class, the employee last laid off by seniority shall be reemployed first, and further reemployment shall be made in the order of seniority until the reemployment register for that class is exhausted. Work of short duration requiring reemployment of one or more employees will not require a new written 15 day advance notice of layoff if the work period is to be 5 consecutive working days or less and the work is emergent in nature.
- 65) A status employee who is subject to layoff from a part-time position may bump an employee in a full-time status position, providing the part-time employee's equivalent full-time accrued seniority based on hours in pay status is greater than that of the least senior employee in a full-time position. A full-time status employee who is subject to layoff may bump the least senior full-time employee, who then may bump the part-time employee having the highest percent-time appointment, providing the full-time employee has more accrued seniority.
- 76) Names of employees laid off during their probationary periods shall be returned to the register from which they were certified to their position in accordance with service in a status appointment earned as of the date of layoff.
- e) Disciplinary Suspension. An employer may suspend an employee as a disciplinary measure for not more than 30 calendar days.
- 1) The employer will discuss the specific problem pertaining to contemplated suspension with the employee and the Campus Human Resource Director or his/her designee before a suspension notice is served. The employee will be told at that time that suspension is being considered.
 - 2) In imposing a disciplinary suspension, the employer shall serve a written suspension notice on the employee showing reason for the suspension, and shall immediately report the suspension to the Executive Director and shall send a copy of the notice served on the employee, along with proof of service, to the Executive Director.
 - 3) Causes justifying suspension, not for discharge as provided for in subsection (f)(2), shall include, but are not limited to: unauthorized and

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unexcused absence; leaving work without authority; failure to ring in or out on time card; habitual lateness; punching other time cards; key duplication and/or unauthorized possession of keys; misrepresentation of absence; falsification of records; refusal to do work assigned; failure to follow work schedules; failure to follow time schedules; insolence; failure to adhere to departmental regulations of appearance; smoking in prohibited areas; disregard of safety regulations; careless workmanship resulting in spoilage, waste, or delay; unauthorized use of institutional property; gambling on institutional property; creating or contributing to unsanitary conditions; horseplay or scuffling; fighting; sleeping during working hours; unauthorized visiting; and "loafing on the job".

AGENCY NOTE: It is to be noted that an employee's allegation that a Disciplinary Suspension was unfairly imposed is subject to the grievance procedure established by the employing institution, but is not reviewable by the Civil Service System.

- f) Discharge Proceedings and Effective Date of Discharge
 - 1) Pre-discharge Proceedings
 - A) Prior to initiating any proceedings before the Merit Board for the discharge of an employee, the employer shall notify the employee in writing, served upon the employee in person if the employee is present on the job or, otherwise, by certified mail or by overnight delivery service that requires signature upon receipt to the most recent address of the employee as shown on the employer's records, of the employer's intention to initiate the proceedings. The notification shall advise the employee of the substance of the charges proposed to be filed in sufficient detail to inform the employee of the nature of the conduct on which the proposed charges are based. The notification shall also advise the employee that either or both of the following options are available to the employee:
 - i) within 3 work days after service of the employer's notification, the employee may notify the employer of his/her decision to require the employer to hold a conference with the employee or his/her representative for

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the purposes of responding to the matters contained in the notification and of attempting to achieve a reconciliation or understanding; and

- ii) within 3 work days after service of notification, the employee may deliver to the employer a written response to the matters contained in the employer's notification; provided that, if the employee elects to require the conference identified in subsection (f)(1)(A)(i), at that conference the employee may request and receive an opportunity to respond further in writing within 3 work days after the conclusion of the conference.

B) Employer's Decision

- i) Within 7 work days after compliance with the provisions of subsection (f)(1)(A), the employer shall either:
 - notify the employee that no further action will be taken to initiate discharge proceedings with the Merit Board against the employee based solely on the matters contained in the employer's notification; or
 - initiate proceedings before the Merit Board under this subsection (f) seeking discharge of the employee based solely on the matters contained in the employer's notification.
- ii) The employer's election not to initiate discharge proceedings with the Merit Board shall not preclude the employer from imposing a suspension in accordance with subsection (e) or some lesser penalty.

- C) An employee who has been served with an employer's notification as provided in subsection (f)(1)(A) may be placed on excused absence with pay during all or any part of the period covered by this subsection (f)(1) to provide the employer an opportunity to investigate serious charges.

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- 2) Actual Discharge Proceedings
- A) Proceedings before the Merit Board seeking the discharge of an employee shall be initiated by the employer filing Written Charges for Discharge with the Merit Board setting forth the causes for discharge in sufficient detail to inform the employee of the nature of the conduct on which the charges are based. The Written Charges for Discharge shall be set forth in separately numbered charges. The Written Charges for Discharge shall contain the dates, names of persons, places, and facts necessary to properly allege cause for discharge. If a breach of duty, statute, or rule of the employer is alleged, the statute, law, or rule shall be cited in connection with the charge.
 - B) The Written Charges for Discharge shall be accompanied with a certification by the employer that all procedures set forth in subsection (f)(1) have been followed and that there has been full compliance with any options elected by the employee. At the time the Written Charges for Discharge and the certification are filed with the Merit Board, the employer shall serve copies upon the employee in person if the employee is present on the job; otherwise, service shall be by certified mail or by overnight delivery that requires signature upon receipt to the most recent address of the employee as shown on the employer's records, and the employer shall file a proof of the service with the Merit Board.
 - C) At any time prior to commencement of the hearing, the Executive Director may direct or authorize the Written Charges for Discharge to be amended to correct technical defects or to set forth additional facts or allegations related to the subject matter of the original charges. The amendments shall relate back to the original date of service of the Written Charges for Discharge. The employer shall serve copies of the Amended Written Charges for Discharge upon the employee in person if the employee is present on the job; otherwise, service shall be by certified mail or by overnight delivery that requires signature upon receipt to the most recent address of the employee as shown on the employer's records, and the employer shall file a proof of the service with the Merit Board.

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- D) An employee who has been served with Written Charges for Discharge in accordance with subsections (f)(2)(A) and (B) may be suspended without pay by the employer during all or any part of the period that the discharge proceeding is pending, and until final disposition, if the employer is of the opinion that the employee's presence on the job might constitute a substantial risk of injury to life or property, or might cause a disruptive effect on employer's operations. Any suspension without pay shall become effective on the date the employer serves the Suspension Notice Pending Discharge upon the employee, which may be served with the Written Charges for Discharge or on any date thereafter. Service shall be upon the employee in person if the employee is present on the job; otherwise, service shall be by certified mail or by overnight delivery that requires signature upon receipt to the most recent address of the employee as shown on the employer's records, and the employer shall file with the Merit Board a copy of the Suspension Notice Pending Discharge and proof of service.

3) Hearing Request

- A) An employee who has been served with Written Charges for Discharge may request a hearing by filing a written request for hearing with the Secretary for the Merit Board within 15 calendar days after the date of personal delivery or mailing of the Written Charges for Discharge to the employee. The Secretary for the Merit Board shall immediately notify the employer of the filing of the written request by the employee. Thereafter, further proceedings shall be as provided in this subsection (f) and any discharge shall be effective on the date of the discharge order of the Merit Board, unless otherwise expressly stated in the order.

- B) If the employee does not file a written request for hearing with the Secretary for the Merit Board within 15 calendar days, the employee's discharge shall become effective at the end of the 15-day period without further action by the Merit Board. The Secretary for the Merit Board shall promptly notify the employer of the employee's failure to file a timely written request for hearing.

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4) Hearing Proceedings

A) Upon receipt of the employee's written request for hearing on the Written Charges for Discharge, the Merit Board shall promptly appoint a Hearing Board or Hearing Officer to hear the charges and the employee's response. All hearings relating to discharge proceedings shall be convened by and conducted under the control of the Executive Director or his/her authorized representative. The Executive Director, the Hearing Board or Hearing Officer, the employee and the employer shall all make good faith efforts to commence the hearing within 10 calendar days after receipt of the employee's written request for hearing, but in no event shall the hearing commence later than 45 days after service of the Written Charges for Discharge, unless a continuance is granted pursuant to subsection (f)(19)(B). Dilatory tactics or actions will not be permitted and the Executive Director, the Hearing Board or Hearing Officer, the employee and the employer shall all make good faith efforts to conduct the hearings in no more than three hearing days, unless justice, due process, and fundamental fairness require otherwise. All hearings shall be open to the public unless, upon motion of either party, the Hearing Board or Hearing Officer finds it necessary to close the hearing or parts of the hearing in instances where personal safety is of concern or when confidential testimony/exhibits are to be referenced or revealed. There shall be a presumption that hearings will be closed only under extraordinary circumstances. A transcript of the hearing, including exhibits, shall be made and shall be filed with the Secretary for the Merit Board as soon as possible following conclusion of the hearings.

B) Within 15 calendar days after receipt of the transcript from the Secretary for the Merit Board, the Hearing Board or Hearing Officer shall file its findings of fact and any other recommendations with the Secretary for the Merit Board, unless that time is extended by the Executive Director for good cause shown. For the purpose of this Section, good cause shall include, but not be limited to: sickness, attendance at court proceedings, death, weather conditions that prevent the members from meeting.

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If by that time the findings of fact have not been received by the Secretary for the Merit Board, the Executive Director will either appoint another approved Hearing Board or Hearing Officer that will then review the record and submit findings of fact within 10 calendar days after the appointment, or the Executive Director will give written notice to all Hearing Board members or the Hearing Officer and to all parties to the proceeding that he or she will, within 10 calendar days, discontinue the hearing and commence a new hearing and the present Hearing Board or Hearing Officer will be dismissed without pay. Within this 10-day period following the Executive Director's notice, the Hearing Board or Hearing Officer can appeal to the Executive Director by showing cause why time should be extended.

- C) The Executive Director shall certify as the Hearing Record the Written Charges for Discharge, the Suspension Notice Pending Discharge, the employee's request for hearing, the transcript and exhibits, the Hearing Board's or Hearing Officer's findings of fact and other recommendations, and other documents that have been filed.
- D) Upon certification by the Executive Director, the Secretary for the Merit Board shall, by certified mail or by overnight delivery that requires signature upon receipt, immediately forward a copy of the Hearing Record, along with notice that the Hearing Record has been certified, to all parties of record. Any objections to the form or contents of the Hearing Record, or briefs, abstracts, or excerpts from the Hearing Record, or arguments, motions, or recommendations, relating to the hearing proceedings or the Hearing Record, or requests for further hearing or for permission to supplement further the Hearing Record by other evidence, must be filed with the Secretary for the Merit Board within 14 calendar days after the date of the postmark of the certified mail notice or the mailing date of the overnight delivery that the Hearing Record has been certified, with proof of service on all parties. No answer or reply briefs and arguments in response to these filings will be permitted unless expressly authorized by the Executive Director or the Merit Board or its Chair.

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- E) A party requesting oral argument before the Merit Board in cases of discharge must file an appropriate motion with the Secretary for the Merit Board with notice to all parties within 14 calendar days after the date of the postmark of the certified mail notice or the mailing date of the overnight delivery of the certified hearing record, with proof of service on all parties. The motion must specifically state the issues and any relevant law that will be the subject of argument. The Merit Board will grant or deny the motion at the Merit Board meeting at which oral argument is requested. Oral argument in cases of discharge will generally not be allowed unless novel or precedent setting questions of law or policy are at issue.

5) Conduct of Hearing

- A) Pre-hearing Conference. In all hearings, it is recommended that the Hearing Board or Hearing Officer hold a pre-hearing conference immediately preceding the hearing on the day of the hearing. The Hearing Board or Hearing Officer will give the parties an opportunity to discuss issues and share information at the pre-hearing conference that will allow them to present their cases in a fair, efficient, and timely manner. Generally, the Hearing Board or Hearing Officer will conduct the pre-hearing conference for the purpose of achieving one or more of the following points, as determined by the Hearing Board or Hearing Officer on a case by case basis:
 - i) defining and simplification of the issues;
 - ii) negotiating admissions or stipulations of fact to avoid unnecessary proof;
 - iii) reviewing each party's witness and exhibit list;
 - iv) limiting redundant witness testimony or duplication of evidentiary material, if necessary;
 - v) determining the length of time each party will need to present its case;

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- vi) exchanging exhibits; and
 - vii) discussing any matter that may aid in the efficient and timely disposition of the case.
 - B) Following the Pre-hearing Conference. The Hearing Board or Hearing Officer shall enter into the record any action taken and any agreements made by the parties as to the matters considered. The length and scope of the pre-hearing conference is at the discretion of the Hearing Board or Hearing Officer, but should generally be concluded within a one hour timeframe.
- 6) Order of Hearing
- A) The Executive Director, or authorized representative, shall open and convene the hearing.
 - B) The Executive Director, or authorized representative, shall request all persons who have been asked to serve as witnesses, other than a party or employer representative, to be excluded from the hearing room while the hearing is in process, except during their own testimony and cross-examination. Except as he/she might intervene, or be requested to intervene, the Executive Director, or authorized representative, shall empower the Hearing Board or Hearing Officer to proceed with the hearing in such a manner as to provide the employer and the employee a full opportunity to present their positions to the Hearing Board or Hearing Officer.
 - C) The parties may make a brief opening statement at the beginning of the hearing. The employer will proceed first, followed by the employee. Opening statements may be waived or may be reserved and presented at the commencement of the party's case-in-chief.
 - D) The employer shall first present its case-in-chief, with an opportunity for the employee to cross-examine the employer's witnesses. The employee may be called as an adverse witness during the course of the hearing.

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- E) The employee shall then present his/her case-in-chief, with an opportunity for the employer to cross-examine the employee's witnesses.
 - F) Each party may call rebuttal witnesses if found to be necessary by the Hearing Board or Hearing Officer.
 - G) At the conclusion of the hearing, each party may make an oral closing argument. The employer may be permitted a brief rebuttal at the end of the employee's closing argument.
 - H) The hearing shall be closed when the employer and the employee have had a fair and reasonable opportunity to present their positions to the Hearing Board or Hearing Officer.
 - I) In addition, each party may submit written arguments, summary statements, and/or briefs within 10 calendar days after conclusion of the hearing. A copy of the written closing arguments must be provided to all parties of record and filed with the Executive Director, with proof of service included. Only written materials submitted within the 10 calendar day timeframe will be forwarded with the transcript of evidence and considered by the Hearing Board or Hearing Officer, unless otherwise extended by the Executive Director.
- 7) Evidence and Motions
- A) As a general matter, the rules of evidence and privilege as applied in civil cases in the circuit courts of the State of Illinois shall be followed. However, evidence not admissible under those rules may be admitted (except where precluded by statute) if it is of a type commonly relied upon by reasonably prudent persons in the investigation and conduct of serious matters of this nature. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded.
 - B) All testimony shall be presented under oath or affirmation. Objections to testimony or evidentiary offers shall be noted in the record. Consistent with these requirements and in order to

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expedite the hearing, any part of the evidence may be received in written form, provided the interests of the parties are not jeopardized.

- C) The standard of proof applied by the Hearing Board or Hearing Officer when evaluating the charges will be the preponderance of the evidence.
 - D) The Hearing Board or Hearing Officer may, on its own motion or upon motion of one of the parties, take notice of matters of which the circuit courts of the State of Illinois take judicial notice.
 - E) The Hearing Board or Hearing Officer has the authority to rule on all motions that do not dispose of the proceedings. Examples of motions that can be ruled on by the Hearing Board or Hearing Officer are motions in limine or motions to suppress evidence. Motions directed at the Hearing Board or Hearing Officer shall be presented at the pre-hearing conference, if possible, and actions taken by the Hearing Board or Hearing Officer shall be entered into the record.
 - F) Motions that dispose of the proceedings must be directed to the Merit Board. Examples of motions that are to be directed to the Merit Board are motions to dismiss, motions to decide a proceeding on the merits, or motions claiming lack of jurisdiction. Motions must be filed with the Secretary for the Merit Board within 14 calendar days after the date of the postmark of the certified Hearing Record. Motions will be ruled on by the Merit Board at the Merit Board meeting in which the case is being considered. The filing of a motion of this nature shall not be allowed to cause any delay in the proceedings.
 - G) Performance records of the employee or past disciplinary records are admissible and relevant for the purpose of mitigation or aggravation, except if otherwise excluded by a local employer policy or collective bargaining agreement.
- 8) Stipulations. Parties may agree by stipulation upon any facts involved in the hearing. The facts stipulated shall be considered as evidence in the

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hearing. It is the policy of the Merit Board to encourage stipulation of facts whenever practicable.

- 9) Evidence Depositions. Upon request to the Executive Director and upon good cause shown (which shall include, but is not restricted to, potential unavailability of a witness at the time the hearing is scheduled, scheduling or travel arrangement considerations, or agreement of the parties) any party may request a deposition of any witness to be taken for evidence in a hearing. If desired, subpoenas may be requested upon application to the Executive Director in a manner consistent with this Part. The deposition shall proceed in the manner provided by law for depositions in civil actions in the circuit courts of the State of Illinois.
- 10) Subpoenas. Requests for subpoenas shall be directed to the Executive Director at least five work days before the hearing, unless an exception is granted by the Executive Director. Subpoena requests may be granted if reasonably designed to produce or lead to the production of evidence related to the alleged charges and the terms of compliance are reasonable given the time frames and other circumstances. The party requesting the subpoenas shall be responsible for service and costs related to the subpoena of a witness. The fees of the witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of the State of Illinois. Subpoenas are effective throughout the course of the proceedings. Requests for subpoenas must be submitted in writing and include the following:
 - A) The name and address of the witnesses sought;
 - B) Any specific documents the witnesses will be required to bring; and
 - C) A brief statement of the relevant facts or testimony that the witnesses will be providing.
- 11) Request for Documents. Prior to the hearing, each party shall serve upon the other party and file a copy with the Secretary for the Merit Board, to be submitted to the Hearing Board or Hearing Officer, the following information, to the extent available at that time:

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- A) A list of the names and addresses of the witnesses the party proposes to call; and
 - B) All documents the party proposes to offer in its case-in-chief.
- 12) Failure to Appear. Failure of a party to appear on the date set for hearing may result in findings of fact unfavorable to that party and may result in a loss of rights by default.
- 13) Disqualification of Assigned Hearing Board or Hearing Officer. A Hearing Board or Hearing Officer may be disqualified on grounds of bias or conflict of interest. An adverse ruling, or the fact that a Hearing Board or Hearing Officer has had contact with the University System, by itself, shall not constitute bias or conflict of interest. Whenever any party believes a Hearing Board or Hearing Officer should be disqualified from conducting an assigned proceeding, that party may file a request with the Executive Director to disqualify the Hearing Board or Hearing Officer, setting forth by affidavit the alleged grounds for disqualification, with proof of service on all parties. The Executive Director shall rule and make the final determination on all requests for disqualification.
- 14) Ex Parte Communications
- A) Except in the disposition of matters they are authorized by law to entertain or dispose of on an ex parte basis, the Merit Board, the Executive Director, employees of the University System Office, and the assigned Hearing Board or Hearing Officer shall not, after Notice of Convening of Hearing has been issued, communicate, directly or indirectly, with any party or the party's representative regarding any issue of fact or with any person or party in connection with any other issue regarding the case, except upon notice and opportunity for all parties to participate. However, the Merit Board, the Executive Director, employees of the University System, and the Hearing Board or Hearing Officer may communicate with each other. Also, members of the Merit Board and the Hearing Board or Hearing Officer may have the aid and advice of one or more personal assistants.

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- B) Communications regarding procedure, including interpretation and application of Section 360 of the Act, subsection (f), and related procedures, are not considered ex parte communications.
- 15) Role and Responsibilities of the Hearing Board or Hearing Officer. The Hearing Board or Hearing Officer shall be responsible for the following activities:
- A) Conduct the pre-hearing conference;
 - B) Facilitate the timely completion of the hearing process, taking necessary steps to avoid delay;
 - C) Establish reasonable limits on the duration of witness testimony;
 - D) Limit repetitive or cumulative testimony;
 - E) Rule on motions, objections or evidentiary questions;
 - F) Hear evidence as presented at the hearing by the employer and the employee on behalf of their respective positions (the evidence may include matters in aggravation, mitigation and justification, which may pertain to the question of "just cause" for discharge);
 - G) Direct questions to witnesses at any time, but restrict questioning to the clarification of the testimony already presented;
 - H) Prepare a signed findings of fact within 15 calendar days after receipt of the transcript of the hearing proceedings to be transmitted to the Merit Board. The findings of fact shall set forth each of the written charges alleged in the Written Charges for Discharge, including an evaluation of the facts presented by the employer and employee with respect to each charge, and based on this evaluation, a determination as to whether the charges are sufficiently supported by the evidence presented. The findings of fact shall be based exclusively on the evidence and on matters officially noticed. The findings of fact presented by the Hearing Board or Hearing Officer are advisory only to the Merit Board. It is not the role of the Hearing Board or Hearing Officer to

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determine whether just cause for discharge exists. The determination of just cause is the sole province of the Merit Board; and

- I) Enter any order that further carries out the purpose of this Section.
- 16) Decision of the Merit Board. In the course of reaching its decision, the Merit Board may request the Executive Director to make recommendations that he/she deems appropriate with respect to the discharge proceedings. Nothing in subsections (f)(16)(A) and (B) is intended to eliminate or limit the Merit Board's discretion to determine the appropriate disposition on a case-by-case basis. The Merit Board shall enter findings of fact and shall order the following decision and order or any other decision and order it deems appropriate:
- A) Discharge, if just cause is found to exist. No employee shall be discharged except for just cause. Just cause is defined as some substantial shortcoming that renders the employee's continuance in his/her position in some way detrimental to the discipline and efficiency of the service and that the law and sound public opinion recognize as good cause for the employee no longer holding the position; or
 - B) Reinstatement, if just cause for discharge is found not to exist. An employee shall be reinstated as follows:
 - i) Reinstatement with no loss of compensation when none of the significant charges are proven.
 - ii) Reinstatement with a 60-day suspension when the proven charges do not rise to the level of just cause for discharge, but some disciplinary action is justified based on the severity of the proven charges. If the Merit Board orders reinstatement with a 60-day suspension, any time served while on suspension pending discharge will be applied towards the fulfillment of the 60-day suspension.
- 17) Decision and Order of the Merit Board. The Secretary for the Merit Board shall immediately forward copies of all Merit Board orders to the

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employer and the employee by certified mail or by overnight delivery that requires signature upon receipt. Request for a rehearing, or for a reconsideration of a Merit Board order or decision, shall not extend any appeal period for administrative review, except by express order of the Merit Board or its Chair.

- 18) Administrative Review. All final decisions of the Merit Board shall be subject to appeal by the parties to the proceedings under the Administrative Review Law [735 ILCS 5/Art. III]. A complaint for administrative review must be filed and summons issued within 35 days after the date that a copy of the Merit Board decision has been served upon the party affected. A decision of the Merit Board shall be deemed served either when personally delivered or when deposited in the United States mail in a sealed envelope or package, with postage paid, addressed to the party affected by the decision at his/her last known residence or place of business.
- 19) Time Period Proceedings
 - A) On the motion of either party with notice to the other party, or by independent action of the Chair of the Merit Board or the Executive Director communicated to both parties, any time period set forth in this subsection (f) may be extended by the Chair of the Merit Board or by the Executive Director for good cause shown.
 - B) No extension may be beyond a period established by statute, except for cases in which a written motion for continuance of a scheduled hearing is filed with the Secretary for the Merit Board at least 48 hours prior to the time scheduled for hearing, unless an exception is granted by the Executive Director. The moving party must set forth emergency grounds for a continuance, which are limited to unforeseen, unavoidable or uncontrollable circumstances, such as an Act of God; the sudden illness or death of the movant, a member of his or her immediate family, or his/her legal counsel; or if the movant is able to demonstrate some other real and compelling need for additional time. If there is an arrest or criminal indictment of any employee that resulted from an employee's conduct in the course of employment duties, the Executive Director, at the request of the employee, may grant a

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continuance of hearing pending some resolution of the criminal charges. Requests for continuances must be preceded by contacting the opposing party and asking for agreement to the continuance.

- C) The time periods set forth in this subsection (f), except for the 15-day period set forth in subsection (f)(3)(B) and except for any time period provided for seeking administrative review of a final decision of the Merit Board, shall be deemed directory and not mandatory; and no failure to comply with any of the time periods set forth in this subsection (f), except for the 15-day period set forth in subsection (f)(3)(B) of this Section and except for any time period provided for seeking administrative review of a final decision of the Merit Board, shall cause the Merit Board to lose jurisdiction of any matter.
- D) If the last date for filing falls on a weekend or legal holiday, the last date for filing is the first business day following that weekend or legal holiday.

- 20) Reason for Discharge. Causes justifying discharge and any suspension during the discharge proceedings shall include, but are not limited to: all those listed as cause for suspension if they become recurring offenses; and, in addition, theft; drinking intoxicating liquors on institutional time or property; inability to perform satisfactorily assigned duties as a result of drinking alcoholic beverages; malicious damage to property, tools, or equipment; immoral or indecent conduct that violates common decency or morality; conviction of an offense involving moral turpitude; illegal or excessive use of drugs, narcotics, and/or intoxicants.

- 21) Hearing Expenses. All customary and reasonable court reporter and copying expenses incident to the preparation of the Hearing Record and providing copies to parties to the proceedings shall be paid by the employer. The Merit Board shall pay all expenses of the Hearing Board or Hearing Officer and any legal expenses incurred by a Hearing Board or Hearing Officer, to the extent that those expenses have been approved by the Merit Board or its Executive Director.

- g) Demotion

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- 1) Any of the actions described in this subsection (g)(1) is considered to be a demotion when that action has been initiated by the employer. A demotion may occur when a status employee:
 - A) is subject to a reduction in salary in his/her current position, or in a position of the same class to which he/she has been reassigned, except when the reduction in pay results from an overall reduction in pay to persons employed in the same class and/or when the Merit Board, on the basis of supporting evidence, determines that the pay potential should be lowered for a class;
 - B) is subject to a reduction in percentage of time worked;
 - C) is appointed to a position in a lower class in a promotional line;
 - D) is appointed to a position in a class outside a promotional line with a lower pay potential;
 - E) is given a nonstatus appointment.
- 2) None of the actions described in subsection (g)(1) are considered to be a demotion when the action has been initiated, or willingly accepted, by the employee.
 - A) Evidence of initiation by, or willing acceptance by, an employee shall be: a statement signed by the employee (to be filed by the employer with the notice of employment) indicating that the new appointment is at his/her request and/or is acceptable to him/her, or the employee applied for, and took, the Civil Service examination, upon the results of which the new appointment is based, after the date of certification to his/her most recent position.
 - B) Without the evidence indicated in subsection (g)(2)(A), the action will be considered to have been initiated by the employer and, therefore, will be considered to be a demotion.
- 3) Any classification plan changes authorized and implemented by the

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University System and/or the Merit Board that may result in a lower pay potential will not be considered a demotion.

- 4) An employer may effectuate a demotion by filing a Notice of Demotion with the Merit Board and serving a copy of the Notice of Demotion on the employee by certified mail, by overnight delivery that requires signature upon receipt, or by personally serving the employee. The Notice of Demotion shall designate the position and class to which the employee has been demoted and shall factually state the causes justifying demotion. The effective date of the demotion shall be the date of service of the Notice of Demotion upon the employee. A demotion shall be subject to the same hearing and review procedures as are provided an employee in the case of a discharge. (See subsection (f).) During any hearing and review proceedings, the employee shall be paid the approved rate for the class of the position to which he/she has been demoted, as set forth in the Notice of Demotion.
 - 5) A status employee who is demoted to a position in a class in which he/she has never been employed on a status appointment may qualify for the position to which he/she is demoted, if his/her name is not already on an eligible register for that class, by taking the examination given to all other applicants for this class as promptly as possible following demotion to the class. The employee must pass the examination as a condition to retaining his/her appointment.
- h) Dismissal
- 1) An employer may dismiss an employee whose name has been certified and who has been subsequently employed in a status position at any time during the probationary period of employment in a class, if the employer determines, pursuant to conditions of Section 250.90(a), that the employee has failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service.
 - 2) The employer shall notify the Executive Director promptly of dismissals, setting forth the reasons for the dismissal.

(Source: Amended at 34 Ill. Reg. _____, effective _____)

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Section 250.120 Seniority

- a) Accumulation of Seniority
 - 1) After the completion of the probationary period, the status employee's seniority shall date from the beginning of the probationary period. Seniority is accumulated on the basis of hours in a pay status exclusive of overtime. Seniority may be accumulated in certain types of non-pay status under specified conditions as provided for in subsections (f), (g), (h), (i) and (k)(1).
 - 2) Seniority, once earned in a class, is retained during any period of continuous employment:
 - A) Except as provided for in lesser units in accordance with subsection (1)(2)(k)(2).
 - B) Except an employee does not retain seniority in any class from which he/she has been demoted because of unsatisfactory performance or for disciplinary reasons.
- b) Retention of Seniority. Seniority accrued in a class is retained for that class for purposes of retreat rights even though an employee accepts a position in another class outside of the promotional line.
- c) Seniority Lists. Each employer shall maintain a public and current seniority list that includes the names of all status employees in each class in order of their seniority.
- d) Ties in Seniority Lists
 - 1) If two or more employees have the same seniority, their names shall be placed on the seniority list in the order of their scores in the examination for the position; i.e., the person with the highest score shall be first, next highest second, and continuing in descending order of their scores. Seniority between employees who receive the same score on the examination shall be determined in accordance with years of service at the place of employment, then in accordance with date of application for employment.

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- 2) If two or more employees have the same seniority in the same lesser unit, subsection (d)(1) shall apply.
- e) Accumulation of Seniority, or Service, in Promotional Line. Seniority or service in a higher class in a promotional line may be added to seniority or service earned in a lower class in the same line to compute total seniority or service in the lower class. Seniority earned in a class shall be counted toward seniority in a lower class in the same promotional line even though the employee may not have served in the lower class. Seniority or service earned in a lower class in a promotional line may not be added to seniority or service earned in a higher class in the same line to compute total seniority or service in the higher class.
- f) Accumulation of Seniority during Disability. Subject to limitation imposed by subsection (h), employees accrue seniority while on leave of absence for disability, as defined in Section 250.110(b)(3) and for an occupational or work-related disability that becomes the subject of payment of income benefits as defined by the Workers' Compensation Act [820 ILCS 305], the Workers' Occupational Diseases Act [820 ILCS 310], a State self-insurance program, or other appropriate authority.
- g) Accumulation of Seniority during Authorized Absence without Pay. An employee shall accrue seniority during approved leaves of absence without pay, not exceeding a total of 30 work days within any calendar year.
- h) Accumulation of Seniority during Furloughs. An employee shall accrue seniority during all furloughs not exceeding a total of 30 work days within any 12-month period.
- ih) Accumulation of Seniority during Layoff Status. An employee continues to accrue seniority during layoff occasioned by a break in the academic calendar or during any other layoff period, not in excess of 30 consecutive work days.
- ji) Accumulation of Seniority during Suspension. Employees do not accrue seniority while on suspension.
- kj) Accumulation of Seniority during Military Service
- 1) A status employee accrues seniority during leave for military service until

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the date of separation from active military service and for 90 calendar days after separation, if the separation is under conditions other than dishonorable.

- 2) An employee whose name has been certified and who has not completed the probationary period at the time of approval for leave for military service shall continue to accrue seniority in his/ her classification for the entire time of leave for military service until the date of separation from active service and for 90 calendar days after separation, provided the employee meets the following conditions:
 - A) the separation from active military service is under conditions other than dishonorable;
 - B) reemployment occurs in a position of the same class in which employed at the time of leave for military service; and
 - C) the probationary period is satisfactorily completed in the class upon reemployment.

k) Effect of Lesser Units on Seniority

- 1) Lesser units, for purposes of determining seniority, may be approved by the Merit Board, provided two-thirds of the status employees within the class involved in the approval of the lesser unit shall agree to the creation of the lesser unit. A lesser unit can be disestablished only by agreement (i.e., election) of two-thirds of all status employees in the class at the place of employment (subject to subsequent approval by the Merit Board).
- 2) A status employee who accepts a position in a different lesser unit relinquishes seniority acquired in the previous lesser unit, but cannot be required to serve another probationary period, providing there is no change in class.
- 3) An employee in a lesser unit who accepts a temporary assignment in another lesser unit during a period of layoff does not accrue seniority in the latter unit.

m) Effect of Vacation Time on Seniority at Time of Separation. At the time of

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separation, seniority shall be accrued only through the period of actual service to the employer. Payment for earned vacation time shall not be included in the seniority computation.

- nm) Restoration of Seniority after Retirement. If a retired employee is reemployed within 60 days after retirement, seniority earned up to the effective date of retirement shall be restored.

(Source: Amended at 34 Ill. Reg. _____, effective _____)

Pilot Program Discussion Points

April 2010

- I. General Discussion Topics
 - a) Compensation
 - b) Bumping/Seniority
 - c) Promotional opportunities, classification series
 - d) Determination of Pilot Program classification vs. PAA
 - e) Current Hiring Activity

- II. Program Modifications
 - a) Review of Survey Data
 - i. New Hires Score/Register Referral
 - ii. Consolidation of current IT classifications into the Pilot Program IT structure
 - b) Opportunities to Expand Pilot Program Concepts/Classifications (Health Professions, etc.)

- III. Schedule Follow-Up Meeting and Action Items
To be determined

**State Universities Civil Service System
HRDAC Pilot Program Sub-Committee**

Position Number:	Position Classification:	Working Title (if applicable):	Employment Date:	Test Score:	Applicant Score was Top Three on Register (Yes/No):	Specialty Factor Attached to Position (Yes/No):
WIU						
1830	Human Resource Associate	Training and Development Manager	12/1/2007	70	Yes	Yes
385	Human Resource Associate	Benefits Manager	11/1/2007	100	Yes	Yes
SIUC						
N10404	Accounting Associate		10/20/2008	100	Yes	Yes
N10257	Business/Administrative Associate		5/16/2006	90	Yes	Yes
N8635	Business/Administrative Associate		9/1/2009	90	Yes	Yes
N10098	Information Technology Manager/Administrative Coordinator		3/22/2004	70	Yes	Yes
N8818	Information Technology Manager/Administrative Coordinator		8/16/2005	70	Yes	Yes
N10277	Information Technology Manager/Administrative Coordinator		8/7/2006	70	Yes	Yes
N8818	Information Technology Manager/Administrative Coordinator		8/14/2006	90	Yes	Yes
N10295	Information Technology Manager/Administrative Coordinator		10/2/2006	80	Yes	Yes
N10258	Information Technology Manager/Administrative Coordinator		9/3/2008	90	Yes	Yes
N10293	Information Technology Technical Associate		10/1/2006	90	Yes	Yes
N10301	Information Technology Technical Associate		11/6/2006	90	Yes	Yes
N8306	Information Technology Technical Associate		1/2/2007	80	Yes	Yes
N8442	Information Technology Technical Associate		4/2/2007	90	Yes	Yes
N10250	Information Technology Technical Associate		3/30/2007	90	Yes	Yes
N10326	Information Technology Technical Associate		4/2/2007	90	Yes	Yes
N10352	Information Technology Technical Associate		6/27/2007	80	Yes	Yes
N9712	Information Technology Technical Associate		6/18/2007	90	Yes	No
N8442	Information Technology Technical Associate		12/10/2007	100	Yes	Yes
N10378	Information Technology Technical Associate		1/1/2008	90	Yes	Yes
N8306	Information Technology Technical Associate		3/31/2008	90	Yes	Yes
N9628	Information Technology Technical Associate		9/2/2008	80	Yes	Yes
N10332	Information Technology Technical Associate		10/1/2008	90	Yes	Yes
N10293	Information Technology Technical Associate		10/7/2008	80	Yes	Yes
N10420	Information Technology Technical Associate		12/1/2008	90	Yes	Yes
N10419	Information Technology Technical Associate		11/10/2008	80	Yes	Yes
N10422	Information Technology Technical Associate		12/16/2008	80	Yes	Yes
N10428	Information Technology Technical Associate		2/1/2009	70	Yes	Yes
N10444	Information Technology Technical Associate		4/13/2009	90	Yes	Yes

**State Universities Civil Service System
HRDAC Pilot Program Sub-Committee**

Position Number:	Position Classification:	Working Title (if applicable):	Employment Date:	Test Score:	Applicant Score was Top Three on Register (Yes/No):	Specialty Factor Attached to Position (Yes/No):
N10301	Information Technology Technical Associate		9/8/2009	100	Yes	Yes
N10282	Information Technology Support Associate		8/7/2006	90	Yes	Yes
N9739	Information Technology Support Associate		7/31/2006	90	Yes	Yes
N10332	Information Technology Support Associate		4/16/2007	100	Yes	Yes
N10343	Information Technology Support Associate		5/31/2007	70	Yes	Yes
N3516	Information Technology Support Associate		8/27/2007	100	Yes	Yes
N8252	Information Technology Support Associate		9/5/2007	90	Yes	Yes
N10036	Information Technology Support Associate		10/31/2007	90	Yes	Yes
N8252	Information Technology Support Associate		12/17/2007	90	Yes	Yes
N4798	Information Technology Support Associate		12/10/2007	90	Yes	Yes
N10282	Information Technology Support Associate		3/24/2008	80	Yes	Yes
N10036	Information Technology Support Associate		7/28/2008	100	Yes	Yes
N8252	Information Technology Support Associate		11/13/2008	80	Yes	No
N4798	Information Technology Support Associate		6/15/2009	90	Yes	Yes
N10207	Information Technology Support Associate		8/1/2009	90	Yes	Yes
ISU						
3043	Information Technology Manager	Manager of Enterprise Systems	7/2/2007	90	Yes	No
688	Information Technology Manager	Technical Manager of Enterprise Operations	8/14/2006	90	Yes	No
173	Information Technology Support Associate	Customer Relationship Specialist	6/8/2009	90	Yes	No
703	Information Technology Support Associate	Computer Operations Specialist	8/17/2009	90	Yes	No
683	Information Technology Support Associate	Computer Operations Specialist	1/20/2009	90	Yes	No
703	Information Technology Support Associate	Computer Operations Specialist	1/26/2009	90	Yes	No
3766	Information Technology Support Associate	Computer Support Specialist	2/2/2009	90	Yes	No
3122	Information Technology Support Associate	Computer Support Technician	12/15/2008	100	Yes	No
2921	Information Technology Support Associate	Digital Citizen Project Administration	7/16/2007	70	Yes	No
2199	Information Technology Support Associate	Front-Line Support Specialist	8/25/2008	90	Yes	No
1896	Information Technology Support Associate	Front-Line Support Specialist	9/8/2008	100	Yes	No
2036	Information Technology Support Associate	Help Desk Analyst	7/1/2009	100	Yes	No
738	Information Technology Support Associate		7/5/2006	85	Yes	No
2352	Information Technology Support Associate	LAN Assistant	2/16/2009	80	Yes	No
2394	Information Technology Support Associate	Microcomputer Support Specialist I	8/6/2007	85	Yes	No
702	Information Technology Support Associate	Performance Based Assessment Specialist	7/1/2007	85	Yes	No
3644	Information Technology Support Associate	ResNet Assistant Manager	9/15/2008	80	Yes	No
3046	Information Technology Support Associate	Senior Help Desk Support Analyst	2/16/2009	70	Yes	No
675	Information Technology Support Associate	Technology Operations Support Specialist	11/20/2006	80	Yes	No
3342	Information Technology Support Associate	University Computer Help Desk Specialist	5/15/2006	85	Yes	No

**State Universities Civil Service System
HRDAC Pilot Program Sub-Committee**

Position Number:	Position Classification:	Working Title (if applicable):	Employment Date:	Test Score:	Applicant Score was Top Three on Register (Yes/No):	Specialty Factor Attached to Position (Yes/No):
350	Information Technology Support Associate	Web Developer	2/23/2009	70	Yes	No
3375	Information Technology Support Associate	Workstation Support Specialist	5/15/2006	85	Yes	No
184	Information Technology Support Associate		4/13/2009	100	Yes	No
3120	Information Technology Support Associate		1/5/2009	80	Yes	No
2294	Information Technology Technical Associate	Broadcast Technologist	3/1/2009	70	Yes	No
693	Information Technology Technical Associate	COBOL Application Developer	2/23/2009	130090555	Yes	No
695	Information Technology Technical Associate	COBOL Application Developer	3/2/2009	130090551	Yes	No
3770	Information Technology Technical Associate	Customer Relationship Manager	3/16/2009	90	Yes	No
3654	Information Technology Technical Associate	Facilities Business Systems Analyst	7/21/2008	90	Yes	No
252	Information Technology Technical Associate	Information Technology Security Analyst	5/5/2008	80	Yes	No
686	Information Technology Technical Associate	IT Network Technical Engineer	10/13/2008	90	Yes	No
712	Information Technology Technical Associate	Java Web Services Developer	3/23/2009	130090552	Yes	No
2337	Information Technology Technical Associate	Lead Oracle Database Engineer	6/1/2009	90	Yes	No
2448	Information Technology Technical Associate	Lead PeopleSoft Administrator	12/1/2009	90	Yes	No
2878	Information Technology Technical Associate	Mainframe Analyst/Developer	10/1/2009	90	Yes	No
660	Information Technology Technical Associate	Mainframe Analyst/Developer	5/18/2009	90	Yes	No
2427	Information Technology Technical Associate	Mainframe Analyst/Developer	5/1/2009	100	Yes	No
642	Information Technology Technical Associate	Mainframe Analyst/Developer	5/1/2009	100	Yes	No
2914	Information Technology Technical Associate	Systems Administrator	11/27/2006	70	Yes	No
677	Information Technology Technical Associate	Technical Support Coordinator	4/21/2008	70	Yes	No
677	Information Technology Technical Associate	Technical Support Coordinator	12/8/2008	130090344	Yes	No
3017	Information Technology Technical Associate	Windows System Administrator/Work-Station Suppo	8/25/2008	90	Yes	No
3021	Information Technology Technical Associate		3/24/2008	80	Yes	No
685	Information Technology Technical Associate		12/3/2007	90	Yes	No
3879	Accounting Associate	Assistant to the Chair	3/9/2009	100	Yes	No
55	Accounting Associate	Tax Specialist	11/26/2007	100	Yes	No
88	Accounting Associate		2/12/2007	100	Yes	No
64	Accounting Associate		1/1/2009	80	Yes	No
88	Accounting Associate		3/16/2009	130090549	Yes	No
25	Accounting Associate		5/4/2009	100	Yes	No
1899	Business/Administrative Associate	Business Process Analyst	2/2/2009	130090482	Yes	No
1768	Business/Administrative Associate	Financial Process Analyst	2/2/2009	130090463	Yes	No
1735	Business/Administrative Associate		1/14/2008	70	Yes	No
2242	Business/Administrative Associate		5/1/2009	90	Yes	No
3900	Business/Administrative Associate		6/17/2009	100	Yes	No
81	Business/Administrative Associate		5/29/2009	70	Yes	No

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**State Universities Civil Service System
HRDAC Pilot Program Sub-Committee**

Position Number:	Position Classification:	Working Title (if applicable):	Employment Date:	Test Score:	Applicant Score was Top Three on Register (Yes/No):	Specialty Factor Attached to Position (Yes/No):
C68715	Business/Administrative Associate		3/5/2007	100	Yes	Yes
C68715	Business/Administrative Associate		9/23/2007	100	Yes	Yes
* C47630	Business/Administrative Associate		12/2/2007	80	n/a	n/a
C68603	IT Manager/Administrative Coordinator		6/3/2007	70	Yes	No
C68501	IT Support Associate		6/17/2007	80	Yes	No
C47779	IT Support Associate		9/23/2007	90	Yes	No
C47504	IT Support Associate		3/9/2008	90	Yes	No
C47205	IT Support Associate		9/7/2008	80	Yes	No
C47467	IT Support Associate		4/20/2008	85	Yes	No
C47673	IT Technical Associate		12/2/2007	90	Yes	No
C68662	IT Technical Associate		10/22/2006	Transfer	n/a	n/a
GSU						
C038	IT Support Associate		9/16/2008	100	Yes	Yes
C880	IT Technical Associate		5/18/2009	100	Yes	Yes
C498	Business/Admin Associate	Theatre Manager	12/1/2005	80	Yes	Yes
C561	IT Technical Associate		7/1/2006	90	Yes	Yes
C790	Business/Admin Associate	Contract Coordinator	4/21/2008	100	Yes	Yes
C562	IT Technical Associate		7/1/2006	80	Yes	Yes
C800	Business/Admin Associate		12/3/2007	90	Yes	Yes
C542	Human Resources Associate	Labor Relations Manager	12/1/2005	100	Yes	Yes
C130	IT Technical Associate		7/1/2006	80	Yes	Yes
EIU						
C6930	Business/Administrative Associate	Payroll Manager	21-Dec-09	90	yes - all 8 candidates were tied	Yes - Payroll
C03570	Human Resource Associate	Asst. Director of HR	failed after interviews			no
NIU						
1303	IT Technical Associate			80	No	Yes
4693	IT Technical Associate			80	No	Yes
35809	IT Support Associate			90	Yes	Yes
1222	IT Technical Associate			80	Yes	Yes

**State Universities Civil Service System
HRDAC Pilot Program Sub-Committee**

Position Number:	Position Classification:	Working Title (if applicable):	Employment Date:	Test Score:	Applicant Score was Top Three on Register (Yes/No):	Specialty Factor Attached to Position (Yes/No):
35886	IT Support Associate			90	No	Yes
3319	Business/Admin Associate			90	Yes	Yes
3918	IT Support Associate			90	No	Yes
35541	IT Support Associate			100	Yes	Yes
34878	IT Technical Associate			90	Yes	No

New Ethnicity and Race Classifications and Impact to SUCSS Quarterly Reports
May 7, 2010 HRDAC Meeting
For Discussion Purposes Only

In October 2007, the U.S. Department of Education (ED) revised its definitions of ethnic and racial classifications and modified the standards for reporting ethnicity and race data. Because of these changes, the ED is encouraging all educational institutions to allow current students and employees to verify their ethnicity and race using the new standards.

New Standards

When reporting data to the Department, educational institutions and other recipients will report aggregated racial and ethnic data in the following seven categories:

Ethnic Identification:

1. Hispanic/Latino of any race
2. Non-Hispanic/Latino

Racial Identification:

1. American Indian or Alaska Native
2. Asian
3. Black or African American
4. Native Hawaiian or Other Pacific Islander
5. White
6. Two or more races

Current Report

The Civil Service Quarterly Occupational Ethnic and Gender Report provides the number of Civil Service employees in each occupational area group broken down by gender and racial background.

Below is an example of the current Quarterly Occupational Ethnic and Gender Report:

SAMPLE – Actual Data Not Represented

Quarterly Occupational Ethnic and Gender Report

End of Quarter Date: 03/31/2010

	Total	Caucasian Employees	Black Employees	Hispanic Employees	Other Employees	Number of Female Employees	Number of Male Employees
Occupational Area	2	7	0	0	0	6	1
01 - Professional							
02 - Semi-Professional	200	150	45	0	5	165	35
03 - Managerial	50	35	10	5	0	21	29
04 - Clerical	95	89	2	3	1	50	45
05 - Stores	2	0	0	0	2	1	1
06 - Aeronautical	0	0	0	0	0	0	0
07 - Agricultural	0	0	0	0	0	0	0
08 - Custodial	10	6	1	1	2	4	9
09 - Domestic Services	0	0	0	0	0	0	0
10 - Food Services	24	17	3	2	2	12	12
11 - Heat, Light and Power Services	14	4	0	0	10	5	9
12 - Medical Services	0	0	0	0	0	0	0
13 - Protective Services	24	12	12	0	0	10	14
14 - Skilled Trades	29	19	0	10	0	12	17
15 - Semi-Skilled Trades	10	10	0	0	0	0	10
16 - Unskilled Trades	6	0	5	1	0	6	0
Work Program Participants	0	0	0	0	0	0	0
Totals	471	351	79	23	23	293	183

Impact

Quarterly Occupational Ethnic and Gender Report

(1)Caucasian Employees	(2)Black Employees	(3)Hispanic Employees	(4)Other Employees
Now identified as a race of "White"	Now identified as a race of "Black or African American"	Hispanic/Latino or any race is identified as an Ethnicity.	Currently groups; American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander.

(5)There is an additional race classification of "two or more races".

**Options for the SUCSS Occupational Quarterly Report – May 7, 2010 HRDAC Meeting
For Discussion Purposes Only**

Depending on the question The Occupational Report is answering:

Version 1)

New categories can fall into existing quarterly report groups with “two or more races” defaulting to “Other Employees”.

Hispanic Employees Ethnicity	Black Employees Black or African American Employees	Caucasian Employees White Employees	Other Employees
<ul style="list-style-type: none">Hispanic/Latino of any race(only)	<ul style="list-style-type: none">Black or African American(only)	<ul style="list-style-type: none">White(only)	<ul style="list-style-type: none">American Indian or Alaska NativeAsianNative Hawaiian or Other Pacific IslanderTwo or more races

Version 2)

Each Race and Ethnicity could have its own column if a more detailed breakdown is desired.

Hispanic Employees Ethnicity	American Indian or Alaska Native	Asian	Black Employees Black or African American	Native Hawaiian or Other Pacific Islander	Caucasian Employees White	Other Employees Two or More Races
Hispanic/Latino of any race(only)	American Indian or Alaska Native(only)	Asian(only)	Black or African American(only)	Native Hawaiian or Other Pacific Islander(only)	White(only)	Two or more races(only)

Rollout

The required time to make the Race and Ethnicity changes will depend upon the complexity of the change and could be completed by the October 1st reporting period if one of the above options is implemented. Other Universities may have different time requirements.